



State of Wisconsin Department of Administration

Retroactive Pay Job Aid

Version 1.1

Version History

Version	Date	Editor	Description
1.0	1/21/16	Ashley Price	Initial release
1.1	10/1/19	Matt Olsen	Fluid and content update

Role: Agency Payroll Specialist

RETRO PAY PROCESS

Retro pay is triggered when a change is made to an employee's Job Data or Additional Pay that affects previous pay period(s). It is calculated and then loaded to pay sheets on a biweekly basis:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Non-processing week		1 p.m. – Retro pay calc		1 p.m. – Retro pay calc		1 p.m. – Retro pay calc	
Processing Week		1 p.m. – Retro pay load to pay sheets					

NOTE: Job/Add'l Pay changes entered after 1 p.m. on Friday will create a trigger but will not calculate or process until the pay period following the current pay period.

RETRO PAY REVIEW

1. Navigate to Retro Pay Calculation Results page:
 - a. **Navigation:** Workforce Administrator Homepage > Payroll Dashboard > Payroll Processing Tile > Retro Pay Folder > Retro Pay Calculation Results
 - b. Enter at least one search criteria and select the appropriate sequence/employee

2. Review Retro Request, Pay Run, and Earnings sections for accuracy

Retro Pay Calculation Results

Calculation Results 1 of 12 [View All](#)

Employee ID
 Employment Record Number 0

Retro Request

Retro Pay Effective Date **05/12/2019** Mass Request ID
 Retro Pay Sequence Nbr Duplicate Flag N
 Retro Pay Process Flag **Confirmed Payment** Paycheck Number

Pay Run

Company WIS Pay End Date **05/25/2019** Page Number 31 ☐ Exception
 Pay Group Earnings Begin Date **05/12/2019** Line Number 1 ☐ Off Cycle
 Earnings End Date **05/18/2019** Addl Line Nbr 2 ☒ OK to Pay

Earnings

Earnings Code **REG Regular** Rate Code
 Earnings Type **Oth. Hours** Rate Type
 Earnings Hours **8.00**

Original Values

Earnings Amount **228.64**
 Hourly Rate **28.580000**
 Rate Used **28.580000**

New Values

Earnings Amount **251.36**
 Earnings Amount Override
 Hourly Rate **31.420000**
 Rate Used **31.420000**

Prior Retro Paid **0.00** Current Retro Pay Amount **22.72**

3. Click on arrows in the Calculation Results section to view each row of earnings code for each week of retro pay

Calculation Results 2 of 12 [View All](#)

NOTE: If retro pay is not calculating correctly, verify Job/Add'l Pay changes were entered correctly then submit a STAR ticket for any changes needed.

4. For retro pay covering a large span of time or multiple sequences, use WI_RETRO_PAY_BY_EE to review in a more practical format

CS	Group	Pay Period End	RP Eff Dt	ID	Emp Record	Last	Print Name	FLSA Stat	Earn Code	Earnings Begin	Earnings End	Earnings Hours	Rate Used	Comp Rate Used	New Rate Used	Adj. Diff.	Prior Retro Pct	RP Earn	Print Flag	Team Price	OK to Pay
1	WIS	12/28/2015	12/13/2015		0		X		005	12/13/2015	12/19/2015	5.40 H		26.760000	27.480000	0.27	0.00 RPY	F	N	Y	
2	WIS	12/28/2015	12/13/2015		0		X		REG	12/13/2015	12/19/2015	7.80 H		26.760000	27.480000	5.17	0.00 RPY	F	N	Y	
3	WIS	12/28/2015	12/13/2015		0		X		005	12/13/2015	12/19/2015	1.80 H		26.760000	27.480000	1.08	0.00 RPY	F	N	Y	

RETRO PAY QUERIES

1. Calculated retro pay
 - a. WI_RETRO_PAY_DETAIL: Detail of retro pay in Calculated status for the current pay period being processed prior to retro pay being loaded to pay sheets
 - b. WI_RETRO_PAY_TOTALS: List of employees with retro pay totals for the current pay period being processed prior to retro pay being loaded to pay sheets
2. Processed retro pay
 - a. WI_RETRO_PAY_DETAIL_LOADED: Detail of retro pay in Confirmed Payment status for a given pay period after retro pay has been loaded to pay sheets
 - b. WI_RETRO_PAYLINE_TOTALS: List of employees with retro pay totals for a given pay period after retro pay has been loaded to pay sheets
3. Empl ID prompt retro pay
 - a. WI_RETRO_PAY_BY_EE: Detail of all retro pay calculated and/or loaded to pay sheets for a specific employee

Important Query Fields

Field Name	Description
Earn Code	Earning Code Paid on Original Paycheck
RP Eff Dt	Retro Pay Effective Date
Earns Begin	First day of the week the earning code applies to
Earns End	Last day of the week the earning code applies to
Earn Hours	Hours paid for that earning code for that earning period
Rate Used	FLSA rate or Hourly rate – indicates the rate used for these earnings
Comp Rate Used	Rate used on the original payment
New Rate Used	Rate recalculated with adjusted compensation
Earns Amt.	Original earnings amount
New Amount	Earnings amount calculated using the new rate
Amt Diff.	Difference between original earnings amount and new amount, this is the retro pay for these earnings
Prior Retro Pd	The amount of any previous retro payments
RP Earn	The earning code used to pay the retro pay
Proc Flag	Shows the status of this line
Term Prcs	Indicates a terminated employee
OK to Pay	Shows the status of the OK to Pay for this retro line, all lines marked with “Y” will be loaded to Payroll